

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers

DATE: March 18, 2003

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: NEW EMPLOYEE PAYROLL TIME-KEEPING CODE

A new time keeping code has been established for the purpose of accounting for employees who become ill due to a reaction from a smallpox inoculation and are out of work. The new code is "PX".

Several state employees will be inoculated (voluntarily) with smallpox vaccine. It is anticipated that some of them will be "sick" and out of work as a reaction to the inoculation.

Anthony Bucci, Personnel Administrator has requested that a new leave category be created for payroll reporting purposes in order to establish some accountability of this time out of work and not have this "sick leave" be deducted from an employee's "regular" accrued sick leave.

The "PX" code will work as follows:

1. You will enter the code with the appropriate number of hours on an employee's electronic time card for each workday the employee is ill from the smallpox inoculation.
2. The new code will NOT affect the calculation of an individual's biweekly wages.
3. This code will be used to indicate the employee discharged "sick leave". However, the time discharged under this new category will not reduce the employee's "regular" accrued sick leave.

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